



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
 Superintendent**

DEC 01 2025

MEMORANDUM

**DIVISION INITIATED SURVEY ON THE FUNCTIONALITY OF
 THE SCHOOL GOVERNANCE COUNCIL (SGC)**

To: Assistant Schools Division Superintendent
 Chief Education Supervisor, Curriculum Implementation Division
 Chief Education Supervisor, School Governance and Operations Division
 All Public Elementary and Secondary School Heads/OICs
 Administrative Officer V
 All Others Concerned

1. Pursuant to DepEd Order 26, s. 2022 titled, Implementing Guidelines on the Establishment of School Governance Council, this Office implements the above-captioned activity on December 3 to 19, 2025.

2. This activity aims to:

- a. To update the level of functionality of the School Governance Council (SGC) after the last survey conducted by Central Office.
- b. To identify strengths, gaps, and areas for improvement on stakeholder engagement and involvement toward effective school performance and development.

3. The activity is scheduled into four phases of activities as follows:

Activities	Target Date	Expected Output
1. Creation of the team (Preferably, SMEA)	December 3-4, 2025	SMEA Team
2. Identification of MOVs for specific SGC question	December 5-8, 2025	Hard Copies of MOVs
3. Reproduction of MOVs from hard copy to soft copies	December 9-15, 2025	Soft copy file of MOVs
4. Uploading of MOVs to the actual online SGC Survey (Google Form)	Decemebr 16-19, 2025	Filled-out Online SGC Survey

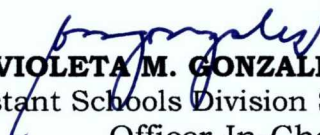
4. Please see the following enclosure for reference:

- a. SGC Functionality Questions with the Corresponding MOVs
- b. Survey Link: <https://forms.gle/MvgDqyb4f1eQs5in6>.



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5. For inquiries and classifications, please coordinate with Dr. Zoren Pepito L. Gubalane, Senior Education Program Specialist, School Management Monitoring and Evaluation Section.
6. Relative to this, a virtual orientation with the Public Schools District Supervisors, School Heads, and SBM Coordinators is scheduled on November 28, 2025, 2:00 p.m.
7. For information and strict compliance of all concerned.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated
References: DepEd Order 29, s. 2022
To be indicated in the Perpetual Index
Under the following subjects:

MONITORIG EVALUATION TECHNICAL ASSISTANT

ZPLG/ DIVISION INITIATED SURVEY ON THE FUNCTIONALITY OF THE SCHOOL GOVERNANCE COUNCIL (SGC)
502/ NOVEMBER 25, 2025

UN-2025-502



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**SGC FUNCTIONALITY QUESTIONS WITH
 THE CORRESPONDING MOVs**
 (Extracted from the Previous Survey Tool, DepEd Order 26, s. 2022)

Reminders:

- The SDO-SMME Section extracted these line-ups of questions from the 2023 SGC Functionality Questionnaire (SGC-FQ)
- This questionnaire is answerable with YES or NO. If the answer is yes, upload needed MOV. If no, must take action to comply.
- The answering of the SGC-FQ is based on the consensus of the body or team organized by school for this purpose.

Functionality (F) Questions	Basic MOVs (Whichever is Available Only)	MOV copy available in:		
		Hard	Soft	Both
✓ FI 1A: The SGC has called meetings in order to create a venue for its decision-making process. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>Notice of Meeting (NOM) of the 4 regular/quarterly meetings</i> • <i>Other, pls. specify:</i> 			
✓ FI 2A: The SGC has participated actively in the formulation of the SIP/AIP and other DepEd programs, projects, and activities. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>Minutes of Meeting (MOM) with SPT on SIP or AIP.</i> • <i>Other, pls. specify:</i> 			
✓ FI 3A: The SGC has decided matters through a resolution, signed by all SGC voting members. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>SGC Resolution/s</i> • <i>Other, pls. specify:</i> 			
✓ FI 4A: The SGC has organized meetings with different school stakeholders to harmonize proposed and existing PPAs. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>Minutes of Meeting (MOM) with stakeholders on PPAs</i> • <i>Other, pls. specify:</i> 			
✓ FI 5A: The Co-Chairpersons have communicated the direction of the SGC to the School Head <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>Transmittal letter or copy of the communication to the School Head reflecting the direction of the SGC</i> • <i>Other, pls. specify:</i> 			
✓ FI 6A: The SGC has been involved in the development of stakeholder-initiated programs and activities. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>School Committee where SGC is part of it</i> • <i>Other, pls. specify:</i> 			
✓ FI 7: The SGC has recommended policies and programs to the Local School Board (LSB) to strengthen	<ul style="list-style-type: none"> • <i>SGC Resolution recommending the SIP to the LSB</i> • <i>Other, pls. specify:</i> 			

relationship with the LGU <input type="checkbox"/> Yes <input type="checkbox"/> No				
✓ FI 8: The SGC has involved the different sectors to ensure inclusive representation of stakeholder in the council. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>SGC Resolution on involving various sectors</i> • <i>Other, pls. specify:</i> 			
✓ FI 9: The SGC has participated in School General Assemblies, PTA Conferences, Stakeholders Convergence, SOSA, and/or other stakeholders engagement activities and initiatives. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>SGC Report on the issues/concerns raised during school activities/events</i> • <i>Other, pls. specify:</i> 			
✓ FI 10: The SGC has organized discussions and forums that invite and inspire stakeholders to engage and participate. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>Documentation of the organized/conducted program</i> • <i>Other, pls. specify:</i> 			
✓ FI 11A: The SGC has promoted access to school data and information through Transparency Board, SRC, and other reports on operations and performance of school programs and resource management. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>SGC Resolution on access to information (school-data and information)</i> • <i>Other, pls. specify:</i> 			
✓ FI 12: The SGC has suggested ways of improving the quality of SIP, AIP and other DepEd PPAs. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP, and other DepEd PPAs (min. of 1)</i> • <i>Other, pls. specify:</i> 			
✓ FI 1B: SGC Members have been inducted and oriented of their roles and responsibilities as members and officers of the council. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>Membership / Induction Certificates (for the 7-15 voting members) and/or</i> • <i>Other, pls. specify:</i> 			
✓ FI 1C: The SGC has organizational chart, including non-voting members, if applicable. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>Minimum/Operative Organizational Chart (approved/adopted)</i> • <i>Other, pls. specify:</i> 			
✓ FI 2B: The SGC has passed recommendation to the School Head regarding concerns, policies, programs, and/or interventions raised by stakeholders. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>SGC Resolution relative to the indicator</i> • <i>Other, pls. specify:</i> 			

<input checked="" type="checkbox"/> FI 12C: The SGC has attended meetings on the importance of upholding the rights of the child. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>Minutes of Meeting (MOM) with the CPU, CPC, or other similar DepEd organizations</i> • <i>Other, pls. specify:</i> 			
<input checked="" type="checkbox"/> FI 13B, 13C, and 13D: The SGC has attended meetings on the importance of upholding the rights of the child. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>School Memorandum or Invitation</i> • <i>Other, pls. specify:</i> 			
<input checked="" type="checkbox"/> FI 14B: The SGC has been represented in meetings organized by different school committees and organizations. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>Memorandum or Invitation</i> • <i>Other, pls. specify:</i> 			
<input checked="" type="checkbox"/> FI 14C: The SGC has been represented in meetings organized by different school committees and organizations. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>Memorandum or Invitation</i> • <i>Other, pls. specify:</i> 			
<input checked="" type="checkbox"/> FI 6B: The SGC has monitored and evaluated the impact/success of stakeholder-initiated PPA. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>Report / monitoring and evaluation of stakeholders-initiated program and/or activity.</i> • <i>Other, pls. specify:</i> 			
<input checked="" type="checkbox"/> VALIDITY FORM: Uploaded a scanned copy of the validity form, signed by all SGC Officers and approved by the School Principal/School Head, to confirm the validity of the information to be submitted. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • <i>Ensure that the printed and signed copy of the form is also available during SDO and/CO conduct of data validation.</i> 			

Prepared by:

SGC Secretary

Noted by:

SGC Chairperson

Approved:

School Head